DOCUMENT RESUME

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ABSTRACT

This report on vocational training agreements and plans in Pennsylvania presents a uniform and systematic approach to formalize the relationships between vocational educators and employers in providing students with on-the-job training. First, the report briefly covers the purpose of formalizing on-the-job learning experiences, training agreement, training plan, and training activities, including some examples. The remaining two-thirds of the content is devoted to a listing of training activities offered in Pennsylvania schools for occupations under the following O.S.O.E. occupational titles: trade and industrial, technical, health, agriculture, gainful home economics, business education, and distributive education. Samples of a training agreement and training plan are appended. (EM)

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VOCATIONAL COOPERATIVE EDUCATION
TRAINING AGREEMENT AND TRAINING PLAN
FOR PENNSYLVANIA

including:

Training Activities for use on training plans
which are listed with occupational Codes and Titles

Trade & Industrial
Technical
Health
Agriculture
Gainful Home Economics
Business Education
Distributive Education

Researched and Prepared
by VEIN Staff
at Millersville State College

Projects #83-9804 and #93-0001
Erma D. Keyes, Director

CE 021 152

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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Bureau of Vocational Education
Pennsylvania Department of Education
Harrisburg, Pennsylvania

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VOCATIONAL COOPERATIVE EDUCATION
TRAINING AGREEMENT AND TRAINING PLAN

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CREDITS

The cooperation and suggestions of cooperative education coordinators/instructors, supervisors, directors of vocational education, Pennsylvania Department of Education staff and individuals in local business and industry were extremely helpful in developing this document.

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Erma D. Keyes
Director of VEIN

VOCATIONAL COOPERATIVE EDUCATION TRAINING AGREEMENT AND TRAINING PLAN

is published by the Pennsylvania Department of Education to promote program improvement in Vocational Cooperative Education through responsible planning

Cooperative training arrangements attest to voluntary partnerships of educators and employers which complement the vocational education mission of occupational skill development for an efficient labor force. Workmen's Compensation laws, Child Labor laws, Targeted Job Tax Credits and school evaluations demand accountability in these arrangements. Cooperative education instructors, placing students for on-the-job training, rely on employers, advisory committees and occupational instructors to identify and describe relevant training activities.

Utilization of a Training Agreement and Training Plan (with training activities) is presented as a uniform and systematic approach for strengthening on-the-job training programs in Pennsylvania. In combination, the Training Agreement and Training Plan can serve as a summary of accountable information. The suggested training activities, admittedly broad in scope, may be modified or expanded for specific work situations.

The Bureau of Vocational Education recommends study and use of the material in this publication to formalize the relationships between providers of student education and work opportunities.

William J. Reilly
Consultant, Vocational Cooperative Education
Bureau of Vocational Education

VOCATIONAL COOPERATIVE EDUCATION TRAINING AGREEMENT AND TRAINING PLAN

PURPOSE

Vocational Cooperative Education coordinators/instructors place students in a multitude of vocational occupations. Vocational educators realize that a fundamental aspect of cooperative education is a strong emphasis on planned, relevant occupational training experiences leading toward a viable and satisfactory career goal.

On-the-job experiences, congruent with educational objectives and translated into meaningful learning activities, are a major component of cooperative education programs. One of the best ways to maintain the integrity of cooperative education is through a written training agreement and training plan, cooperatively developed by the coordinator/instructor, student and the employer of the student-trainee.

A training agreement is a signed statement acknowledging responsibility of each cooperating partner in the work program. A training plan is an on-the-job instructional extension of the student's occupational learning program. Together, they describe the conditions under which the student will perform those duties and tasks in acquiring job competencies related to that person's skill improvement and career development.

The importance of formalizing agreed upon training conditions and activities for students, cannot be overstressed. This publication reflects a serious effort to facilitate implementation of exemplary business and educational practices as cooperative coordinators/instructors organize significant learning experiences with their students.

Training Agreement

The *training agreement* is a statement of fundamental agreements and responsibilities regarding the participation of a student in a work environment. Initiated by the school, the agreement reflects a voluntary and cooperative commitment on the part of the cooperative education coordinator/instructor, employer, student and administrator.

The training agreement is essential for a number of reasons:

1. As a planning document, it serves as a management tool for directing various learning experiences.
2. As an information document, it helps employers to appreciate their teaching role and to understand the purposes of vocational cooperative education.
3. As a permanent record, it is useful for subsequent placement services and follow-up studies.
4. As a career decision-making document, it builds student satisfaction in fulfilling a prevailing career interest.

Apprenticeship

The possibility may exist for credit toward apprenticeship of vocational cooperative education students in trade areas. Instructors are encouraged to open dialogue with employers to consider the student for such placement. Instructors desiring assistance in understanding apprenticeship opportunities should consult the closest field office of the Pennsylvania Bureau of Apprenticeship and Training. (Appendix A.)

Training Agreement Form

A reproducible training agreement form is Appendix C. This one-page format is a compilation of important information and data relative to employment of the student. The student, training agency and teacher-coordinator should each have a copy of the training agreement when the student begins the training experience.

The *upper portion* of the training agreement contains:

1. Statement explaining Bureau of Vocational Education requirements for training agreement
2. Student-learner information

   (name, address, telephone; birthdate, age; social security and work permit numbers and career objective)
3. School information

   (name, address and phone number of high school or AVTS)
4. Job training site information

   (name, address, telephone; training supervisor; job title; beginning and ending dates of employment, hours per week, beginning rate of pay)

The *middle portion* of the training agreement form relates to responsibilities of:

1. The training site agency
2. The student-learner
3. The student's parents
4. The school

   (Statements other than those shown may be added at the discretion of local school.)

The *lower portion* of the training agreement includes statements to be read and understood by the employer, namely:

1. Sex equity statement
2. Purpose of the memorandum
3. Signature of student, employer and school administrator

TRAINING PLAN

A *training plan* details the who, what, when, where and why of a student's on-the-job training experience. It specifically describes the educational plan for which the student will receive school credits for occupational experiences. It *is not* a training agreement which states the conditions and understandings which the school, student and training sponsor agree to when participating in a training program. It *is* a separate document which outlines those training activities which the student will learn to perform while on-the-job.

These *basic principles* apply to the development and use of a training plan.

1. Individualize a training plan with the student's career objective or career interest as its basis.
2. The teacher-coordinator, student and training sponsor (employer) work as a team to prepare the training plan, and thoroughly understand what the student is expected to do.
3. Training activities, outlining what the student learns on-the-job, form the critical element of a training plan.
4. Safety instruction should be a training activity for each student. Training activities for a student exposed to hazardous occupations must show evidence of planned on-the-job safety instruction. (See Appendix B.)
5. A training plan is modified during the training experience when conditions warrant.
6. The teacher-coordinator and training sponsor agree on the approximate time needed by the student to complete a training activity.
7. The teacher-coordinator and training sponsor cooperatively evaluate student performance of each training activity.
8. The teacher-coordinator bases program planning, training site visitations, and related instructional activities on the training plan.

Training Plan Form

A reproducible training plan form is located at the end of this publication (Appendix D.). Its design provides space for student data, training site details, signatures of cooperative education instructor and training supervisor, training activities and performance evaluation on one page. The student, training supervisor and teacher-coordinator should each have a copy of this information when the student begins the training experience.

The *upper portion* of the form is self-explanatory. This information record is a routine matter. (Sample forms on the following pages are completed as illustrations. Remove them from the publication for reference in preparing a training plan.)

Serious attention must be given to the *lower portion* of the form in preparing an accountable training plan. The Training Activities and Performance Evaluation sections are a record of the student's work plan, expected outcomes and actual results of an on-the-job learning experience.

TRAINING PLAN FOR VOCATIONAL COOPERATIVE EDUCATION

Vocational Program: ☐ Agriculture ☑ Distributive Education ☐ Home Economics ☐ Diversified Occupations ☐ Business Education ☐ Health ☐ Trade and Industrial

Student-Learner: Mark Adams Telephone: 717-592-6310

Training Agency: R + L Department Store Telephone: 717-932-9401

Training Supervisor: Mr. Harry Green Telephone: 717-841-7000

Signatures: Co-op Coordinator/Instructor: C R. Harper Date: 10/3/80

Training Supervisor: Harry Green Date: 10/3/80

Approximate Time	Training Activities (Include Safety Factors)	Performance Evaluation — Training Supervisor: Date Completed	Acceptable	Non Acceptable	General Comments
8 wks.	Perform Salesmanship Activities Greet All Customers Demonstrate Merchandise	12/5	✓		
All Year	Perform Merchandise Duties Locate and Replenish Merchandise		✓		
All Year	Perform Customer Service Activities Open Charge Accounts and Explain Terms Make Cash Refunds		✓		Mark is excellent in dealing with people.
On-going	Maintain Store Care Clean Windows, Fixtures and Merchandise		✓		
4 wks.	Plan and Create Displays Plan and Create Interior Displays			✓	This is not Mark's better area. We have discussed problems and attitudes in this area. I am sure he will improve.
12 wks.	Perform Merchandise Duties Complete Forms Related To Merchandise Receive and Unpack Merchandise				

Training Activities may be modified during the training experience; changes should appear on training plan.

TRAINING PLAN FOR VOCATIONAL COOPERATIVE EDUCATION

Vocational Program: ☐ Agriculture ☐ Distributive Education ☐ Home Economics ☐ Diversified Occupations ☐ Business Education ☐ Health ☑ Trade and Industrial

Student-Learner: Mary Fletcher — Telephone: 814-623-7019

Training Agency: S+W Motors — Telephone: 814-124-9011

Training Supervisor: Mr. Bill Smith — Telephone: 814-321-6082

Signatures: Co-op Coordinator/Instructor: Tom Fletcher — Date: 11/16

Training Supervisor: Bill Smith — Date: 11/16

Approximate Time	Training Activities (Include Safety Factors)	Performance Evaluation — Training Supervisor: Date Completed	Acceptable	Non Acceptable	General Comments
1-2 wks.	Perform Maintenance Control Functions	12/3	✓		
	Complete Forms When Servicing Vehicles				
	Enter Work Performed on Work Orders				
4-6 wks.	Perform Engine Overhaul Activities				
	Adjust Valves		✓		Mary is doing a fine job so far. Good attitude — seems sincere in her work.
	Clean Engine		✓		
	Disassemble Engine		✓		
	Fit Piston Pins		✓		
	Inspect Exhaust System				
	~~Grind Valves~~				
2 wks.	~~Repair Power Trains~~				Areas crossed out will not be taught at this time.
2 wks.	Repair Automatic Transmissions				
2-4 wks.	~~Repair Electrical Systems~~				
2 wks.	Repair Fuel Systems				
2-3 wks.	Repair Cooling Systems				

Training Activities may be modified during the training experience; changes should appear on training plan.

Training Activities

A planned on-the-job learning experience describes the work to be performed by that student in attaining occupational skills. Training activities are the description of that work.

On the following pages, training activities are identified with occupational titles for which vocational programs are offered in Pennsylvania schools. Occupations are categorized by vocational disciplines. Within each discipline, the occupations are sequenced by U.S.O.E. Vocational Code. This code is used by state officials in preparing reports for federal agencies, and can be useful in locating additional training activities for specific occupations.

Training activities are provided for a cluster of occupations within a given title. If only the U.S.O.E. code title is given, the training activities are for that general occupation. (E.g., the training activities under *Masonry* are applicable to *Mason*.) Where the U.S.O.E. code title is followed by an occupation in parentheses, training activities listed are for that specific occupation.

Many of the training activities are appropriate as listed for use in developing individual training plans. Others will need modification to adequately describe a training situation. Space is provided for insertion of training activities where none are listed or to better describe a particular training experience. An individual training plan should include only those training activities to be performed by the student on-the-job.

Training activities listed on the following pages were selected and compiled from a variety of sources, including:

1. Training plans provided by cooperative vocational education programs and teacher education institutions in Pennsylvania.
2. *Training Plans for High School Cooperative Distributive Education Programs*, Indiana University, Bloomington, Indiana.
3. Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio.
4. *Dictionary of Occupational Titles*, U.S. Department of Labor, Employment and Training Administration, 1977.
5. *The Encyclopedia of Careers and Vocational Guidance*, J. S. Ferguson Publishing Company, Chicago, Illinois.
6. V-TECS -- Selected Task Listings. Vocational-Technical Education Consortium of States, Atlanta, Georgia.
7. VEIN -- ERIC document collection and Curriculum Collection. Millersville State College, Millersville, Pennsylvania.

Training activities and more detailed task statements for numerous jobs are available from VEIN upon request. A training activity request form sent to VEIN or a phoned request to VEIN will receive prompt attention. Complete request information, including *both* the U.S.O.E. code and occupational title, will expedite delivery of desired statements.

VOCATIONAL COOPERATIVE EDUCATION TRAINING AGREEMENT AND TRAINING PLAN

Training Activity Statement Request

NAME: _____ DATE: _____

POSITION: _____ SCHOOL PHONE: _____

SCHOOL ADDRESS: _____

USOE CODE NUMBER	OCCUPATIONAL TITLE

MAIL TO: VEIN, Stayer Research and Learning Center, Millersville State College, Millersville, PA 17551. Phone (717) 872-5411, Ext. 542.

(this form may be reproduced)

VOCATIONAL COOPERATIVE EDUCATION TRAINING AGREEMENT AND TRAINING PLAN

Training Activity Statement Request

NAME: _____ DATE: _____

POSITION: _____ SCHOOL PHONE: _____

SCHOOL ADDRESS: _____

USOE CODE NUMBER	OCCUPATIONAL TITLE

MAIL TO: VEIN, Stayer Research and Learning Center, Millersville State College, Millersville, PA 17551. Phone (717) 872-5411, Ext. 542.

(this form may be reproduced)

Performance Evaluation

Evaluating the student's performance of training activities justifies on-the-job training as an educational experience. An "acceptable" employer rating indicates that a student functioned as a competent worker on the designated job activity. This information has value to the student as part of the school record and to the coordinator for identifying employers with interest in developing worker skills.

At the time a training plan is prepared, the coordinator and training sponsor establish criteria for acceptable performance and inform the student about expected outcomes of the stated training activities. This procedure increases the potential for a satisfactory school-trainee-employer relationship with fewer chances of misunderstandings during the work period.

Employer comments are of special importance to the student and coordinator. They may suggest need for additional training, outstanding progress, or attitude problems. This information is useful to the coordinator for current and future program planning, consultation with students, and scheduling coordinator training site observations.

Educational information and curriculum needs of Pennsylvania's vocational educators are promptly serviced by the staff at VEIN. Call or write to make your needs known to a VEIN specialist.

VEIN
Stayer Research & Learning Center
Millersville State College
Millersville, PA 17551

Dissemination functions of the Research Coordinating Unit for Vocational Education in Pennsylvania are provided through VEIN.

USOE Vocational Codes and Titles

USOE NUMBER	TRADE & INDUSTRIAL
17.0100	Air Conditioning
17.0401	Aircraft Maintenance
17.0405	Aircraft Power Plant
17.0404	Airframe
17.0200	Appliance Repair
17.0390	Auto-Diesel Mechanic
17.0301	Automotive Body
17.0302	Automotive Mechanic
17.0399	Automotive Occupations
17.0303	Automotive Specialist
17.2901	Baker
17.9902	Bio.Scient. Lab. Asst.
17.1090	Bldg. Construct. Occup.
17.1091	Bldg. Trades, Maint.
17.0600	Bus. Mach. Maintenance
17.1001	Carpentry
17.0700	Commercial Art
17.0900	Commercial Photography
17.1901	Composition/Typesetting
17.2602	Cosmetology
17.1100	Custodial Services
17.1200	Diesel Mechanic
17.1300	Drafting
17.1301	Drafting, Architectural
17.1302	Drafting, Mechanical
17.3301	Dressmaking
17.1002	Electrical Construction
17.1401	Electrical Industrial
17.1490	Electrical Maint./Rpr.
17.1400	Electrical Occupations
17.1500	Electronics
17.1501	Electronics, Commun.
17.1600	Fabric Maint. Services
17.1094	Floor Covering Install.
17.2301	Foundry
17.1900	Graphic Arts
17.1907	Graphic Occupations
17.0102	Heating
17.1003	Heavy Equip./Construct.
17.3290	Hydraulics/Fluid Power
17.2000	Indust. Atomic Energy
17.1092	Indust. Maint. Mechanics
17.0701	Interior Decorating
17.2802	Law Enforcement Trng.
17.2303	Machine Tool Operation
17.2302	Machine Shop Practice
17.1004	Masonry
17.1093	Masonry Occupations
17.9905	Material Handling
17.2903	Meat Cutter
17.2392	Metal Fabrication
17.2300	Metal Working Occup.
17.3601	Mill/Cabinet Making
17.2391	Mine Equip. Maint.
17.2103	Optics
17.2390	Ornamental Iron Work
17.1005	Painting/Decorating
17.9903	Patternmaking
17.1904	Photo Engraving
17.2700	Plastics
17.1007	Plumbing
17.0304	Power Mechanics Occups.
17.3390	Power Sewing
17.1902	Printing Press Occups.
17.1503	Radio/Television Repair
17.3000	Refrigeration
17.9901	School Coop. Education
17.2305	Sheet Metal
17.3401	Shoe Manufacture/Repair
17.1905	Silk Screen Printing
17.3100	Small Engine Repair
17.3302	Tailoring
17.3300	Textile Production/Fab.
17.2307	Tool and Die Making
17.9999	Trade/Industrial, Other
17.3500	Upholstering
17.9904	Vending Machine Repair
17.2306	Welding

USOE NUMBER	TECHNICAL
16.0101	Aeronautical Technology
16.0102	Agricultural Technology
16.0103	Arch. Design Technology
16.0691	Audio-Visual Comm. Tech.
16.0104	Automotive Technology
16.0105	Chemical Technology
16.0106	Civil Technology
16.0121	Drafting/Design Technol.
16.0107	Electrical Technology
16.0108	Electronics Technology
16.0109	Electro-Mech. Technology
16.0100	Engineering Technology
16.0110	Environ. Contr. Technol.
16.0500	Home Econ. Technology
16.0111	Industrial Technology
16.0112	Instrumentation Technol.
16.0128	Mech. Drafting/Design
16.0113	Mechanical Technology
16.0114	Metallurgical Technol.

USOE NUMBER	TECHNICAL
16.0115	Nuclear Technology
16.0116	Petroleum Technology
16.0129	Photographic Technology
16.0699	Plastics Technology
16.0690	Research Lab. Asst.
16.0117	Scientific Data Process.
16.9900	Technical, Other
16.0192	Tool/Die Design Technol.

USOE NUMBER	HEALTH
07.0101	Dental Assisting/Asst.
07.0103	Dental Lab. Technician
07.0701	Environ. Health Asst.
07.0906	Health Assistant
07.9902	Health Asst. Specialist
07.9901	Health Related Tech.
07.0309	Home Health Mgmnt. Asst.
07.0904	Medical Assistant
07.0907	Medical Emergency Tech.
07.0203	Medical Lab Assistant
07.0303	Nursing Asst./Aide
07.0305	Surgical Technician

USOE NUMBER	AGRICULTURE
01.0200	Ag. Supplies/Services
01.0300	Agricultural Mechanics
01.0100	Agricultural Production
01.0400	Agricultural Products
01.0600	Agricultural Resources
01.9999	Agriculture, Other
01.0700	Forestry
01.0500	Ornamental Horticulture

USOE NUMBER	GAINFUL HOME ECONOMICS
09.0201	Child Care/Guidance
09.0202	Cloth Mgmnt. Prod., Serv.
09.0203	Food Mgmnt., Prod., Serv.
09.0299	Gain. Home Econ., NEC
09.0204	Home Furn., Equip., Serv.
09.0205	Instit./Home Mgmnt. Serv.

USOE NUMBER	BUSINESS EDUCATION
14.0100	Accounting
14.0200	Bus. Data Processing
14.9900	Business Educ., Other
14.0300	General Clerical
14.0700	Secretarial/Steno.

USOE NUMBER	DISTRIBUTIVE EDUCATION
04.01	Advertising
04.02	Apparel and Accessories Mark.
04.03	Automotive, Recreational
04.04	Finance and Credit Services
04.05	Floristry, Farm & Garden Sup.
04.06	Food Marketing
04.07	Food Services Marketing
04.08	General Merchandise Retailing
04.09	Hardware & Building Materials
04.10	Home Furnishings Marketing
04.11	Hotel, Motel & Lodging Services
04.12	Industrial & Institutional Mark.
04.13	Insurance
04.14	International Marketing
04.15	Personal Services Marketing
04.16	Petroleum Marketing
04.17	Real Estate Marketing
04.18	Recreation Marketing
04.19	Transportation & Travel Market.
04.20	Business Services Marketing
04.21	Business Ownership
04.22	General Marketing

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TRAINING PLAN ACTIVITIES

TRADE & INDUSTRIAL

17.0100 Air Conditioning

1. Installing Air Conditioning Equipment
2. Troubleshooting Air Conditioning Equipment
3. Servicing and Repairing Air Conditioning Equipment
4. Installing Warm Air Heating Systems
5. Troubleshooting Warm Air Heating Systems
6. Servicing and Repairing Warm Air Heating Systems
7. Perform safety practices

17.0401 Aircraft Maintenance

1. Receive problem description from pilot or flight engineer
2. Perform emergency and other necessary repairs after plane lands
3. Inspect plane for oil leaks, cuts or dents
4. Test the operation of radio, radar and light equipment
5. Replenish hydraulic and oxygen systems
6. Perform regular maintenance procedures
7. Observe safety rules and regulations

17.0405 Aircraft Power Plant

1. Examine external appearance of engine
2. Listen for malfunctioning of engine
3. Remove engine from airplane if necessary
4. Disassemble engine
5. Check engine parts for wear, warping or other defects
6. Repair or replace defective parts
7. Reinstall engine
8. Perform general servicing procedures
9. Start engine and observe reading of instruments to verify accuracy of repair and installation
10. Observe safety rules and regulations

17.0404 Airframe (Not Available)

17.0200 Appliance Repair

1. Perform safety practices
2. Demonstrate knowledge of customer and job relations
3. Demonstrate mathematical functions
4. Demonstrate basic electrical functions
5. Demonstrate basic physics functions
6. Demonstrate basic thermodynamics functions
7. Demonstrate mechanical duties
8. Demonstrate electromechanical duties
9. Test and measuring equipment

17.0301 Automotive Body

1. Perform body and frame alignment activities
2. Perform cost estimating and shop management duties
3. Perform mechanical repair and alignment duties
4. Perform metal work and welding duties
5. Repair, replace, adjust and install trim and accessories
6. Paint and refinish
7. Remove and install glass
8. Perform safety practices

17.0390 Auto-Diesel Mechanic

1. Repair engines
2. Repair fuel systems
3. Repair electrical and cooling systems
4. Repair brake, driveline and steering systems
5. Repair exhaust and hydraulic systems
6. Repair refrigeration and air conditioning systems
7. Repair chassis components
8. Repair cab and accessories
9. Observe safety rules and regulations

17.0302 Automotive Mechanic

1. Perform maintenance control functions
2. Perform engine overhaul activities
3. Repair power trains
4. Repair automatic transmissions
5. Repair electrical systems
6. Repair fuel systems
7. Repair cooling systems
8. Repair standard and power steering units
9. Repair braking systems
10. Repair front ends
11. Repair automobile air conditioners
12. Repair heaters
13. Lubricate and maintain vehicle
14. Follow established safety practices and OSHA standards

17.0399 Automotive Occupations (Not Available)

17.0303 Automotive Specialist (Not Available)

17.2901 Baker

1. Sanitize and clean premises and equipment
2. Prepare and cook various products
3. Select types of ingredients
4. Perform inventory and stock control
5. Develop merchandising and salesmanship
6. Manage operation
7. Develop accounting and bookkeeping skills
8. Operate store
9. Observe safety rules and regulations

17.9902 Biologist-Scientist Laboratory Assistant (Not Available)

17.1090 Building Construction Occupation (Not Available)

17.1091 Building Trades Maintenance

1. Repair woodwork and furniture
2. Apply and install new types of building materials
3. Make electrical repairs
4. Patch and repair cement
5. Lay concrete blocks
6. Repair plaster and drywall
7. Repair and replace roofing and spouting
8. Solder and rivet
9. Perform heating system maintenance
10. Perform safety practices

17.0600 Business Machine Maintenance

1. Receive work order outlining work to be done
2. Locate worn, damaged, or defective parts
3. Diagnose malfunction
4. Disassemble the machine
5. Make necessary adjustments and/or replace defective parts
6. Clean, lubricate and reassemble machine
7. Make a final operational check and any necessary adjustments
8. Observe safety rules and regulations

17.0700 Commercial Art

1. Produce a comprehensive layout sheet
2. Produce composition
3. Prepare mechanicals
4. Observe safety ruels and regulations

17.1001 Carpentry

1. Read blueprints and prepare specifications
2. Prepare building site
3. Select and use building materials
4. Use hand and power tools
5. Build and install foundation forms
6. Cut and install rough framing
7. Lay out, cut and install roof components
8. Cut and install exterior finish
9. Cut and install interior finish
10. Lay out, cut and assemble stair components
11. Perform safety practices

17.0900 Commercial Photography (Not Available)

17.1901 Composition/Typesetting

1. Organize composition workflow
2. Program and set up composing machines
3. Program and set up composing machines (Photo)
4. Set composition
5. Set composition (Photo)
6. Edit and correct composition
7. Service composing machine
8. Observe safety rules and regulations

17.2602 Cosmetology

1. Perform supervisory functions
2. Mix supplies and sanitize equipment
3. Shampoo and rinse hair
4. Cut and shape hair
5. Set and comb hair into style
6. Bleach and tint hair
7. Curl and relax hair
8. Treat special scalp conditions
9. Clean and style wigs and hairpieces
10. Maincure and pedicure nails
11. Give facial treatments
12. Keep records
13. Observe safety rules and regulations

17.1100 Custodial Services

1. Perform heating and cooling system maintenance
2. Perform supportive duties
3. Clean surfaces
4. Perform minor repairs and maintain equipment
5. Clean uncarpeted floors
6. Service carpeted areas
7. Observe safety rules and regulations

17.1200 Diesel Mechanic

1. Perform pre-maintenance tests
2. Maintain and service cylinder heads
3. Perform engine disassembly
4. Rebuild engine
5. Service diesel fuel system
6. Service cooling system
7. Service flywheel and clutch
8. Perform safety duties

17.1300 Drafting

1. Reproduce drawings
2. Maintain and care for tools and equipment
3. Sketch objects and write material list
4. Draw block diagrams and schematics
5. Layout objects
6. Draw fasteners, assemblies
7. Check drawings
8. Observe safety rules and regulations

17.1301 Drafting, Architectural

1. Perform presentation techniques
2. Perform site and plot plan drafting activities
3. Draw architectural plans
4. Draw architectural elevations
5. Draw architectural sections
6. Perform supplemental drafting activities
7. Perform safety practices

17.1302 Drafting, Mechanical

1. Supervise and plan work
2. Design assembly tooling
3. Design cutting dies
4. Design forming dies
5. Design milling fixtures
6. Design speciality fixtures
7. Design drilling reaming and tapping jigs
8. Design gauges
9. Care for tools
10. Reproduce drawings
11. Trouble shoot design errors
12. Detail drawings of parts to scale
13. Observe safety rules and regulations

17.3301 Dressmaking

1. Alter patterns
2. Apply fasterners
3. Apply trims and finishes
4. Construct garment
5. Make pattern design variations
6. Perform operational functions
7. Repair and adjust sewing machine
8. Follow established safety practices and procedures

17.1002 Electrical Construction

1. Follow established safety practices, procedures and OSHA Standards
2. Locate, read and follow the applicable provisions of electrical codes
3. Read and interpret wiring diagrams, blueprints
4. Select and install interior and underground wiring systems
5. Identify and install common wiring materials and devices
6. Hook up basic electric circuits
7. Install, connect and maintain DC motors and generators
8. Install, connect and maintain AC motors and alternators
9. Install and connect industrial electronic devices, circuits and systems
10. Troubleshoot and repair wiring systems, motors, controls, switches and other electrical equipment

17.1401 Electrical Industrial

1. Perform safety duties
2. Perform communication skills
3. Perform job relation duties
4. Demonstrate labor and replacement/repair estimating
5. Demonstrate electrical and electronic drawings, symbols and diagrams
6. Demonstrate mathematical skills
7. Demonstrate basic physics and thermodynamics duties
8. Demonstrate an understanding of electricity
9. Demonstrate magnetic control duties
10. Identify test and measuring equipment
11. Use special tools and materials
12. Perform general competencies

17.1490 Electrical Maintenance/Repair

1. Lay out residential wiring
2. Install proper entrance service
3. Install primary and secondary cable runs
4. Install electric heat
5. Install miscellaneous wiring
6. Conform to city, county, state and national electric code
7. Perform safety duties

17.1400 Electrical Occupations (Not Available)

17.1501 Electronics, Communication

1. Install framework
2. Mount equipment and apparatus
3. Run cables and connect wires
4. Perform basic tests on equipment
5. Perform complex tests
6. Troubleshoot equipment
7. Perform maintenance, modification and repair of equipment
8. Perform safety duties

17.1500 Electronics

1. Identify types of direct and alternating current
2. Vacuum tube fundamentals
3. Solio state electronics
4. Identify voltage regulation
5. Voltage regulators
6. Transistor theory
7. Work with audio amplifier circuits
8. Identify and work with FM transmitters and receivers
9. Special purpose semiconductors
10. Introduction to television
11. Observe safety rules and regulations

17.1600 Fabric Maintenance Services (Not Available)

17.1004 Floor Covering Installation

1. Perform methods of fitting sheet materials
2. Scribing, direct or straight
3. Perform pattern scribing
4. Recess scribe or underscribe seam
5. Perform installation on pattern matching
6. Estimating patterned sheet materials
7. Perform installation procedures
8. Test for moisture underlayments
9. Identify adhesive recommendations for installing resilient floors
10. Perform safety duties

17.1900 Graphic Arts

1. Perform safety duties
2. Perform copy preparation material
3. Perform composition duties
4. Perform letter press duties
5. Perform camera (offset) activities
6. Perform stripping and plating duties
7. Perform offset press functions
8. Perform bindery duties
9. Perform silk screen duties

17.2301 Foundry

1. Perform safety duties
2. Read blueprints and perform necessary planning activities
3. Utilize casting tools and equipment
4. Perform foundry processes, operations and jobs
5. Demonstrate general competencies

17.1907 Graphic Occupations (Not Available)

17.0102 Heating

1. Analyze building properties to determine space to be heated
2. Select size and type of equipment
3. Assemble structural and functional components
4. Start and observe the operation of the system
5. Adjust mechanisms to control level of fluid and pressure
6. Dismantle, test, and repair malfunctioning system components
7. Perform safety duties

17.1003 Heavy Equipment/Construction (Not Available)

17.3290 Hydraulics/Fluid Power (Not Available)

17.2000 Industrial Atomic Energy (Not Available)

17.1092 Industrial Maintenance Mechanics

1. Inspect and repair chain, flat, direct and gear drive
2. Inspect and repair rack and pinion drive
3. Inspect and repair ring and pinion drive
4. Inspect and repair variable speed drive
5. Inspect and repair acme, ball nut and fluid feed screw
6. Inspect and repair anti-friction bearings
7. Inspect and repair control systems
8. Inspect and repair service bearings
9. Inspect and repair harden solder
10. Inspect and repair bending pipe
11. Perform safety practices

17.0701 Interior Decorating

1. Study requirements of rooms to be decorated in relation to clients' tastes
2. Make sketches of decorating plans
3. Make cost estimate of materials to be used
4. Confirm client approval of plans
5. Purchase materials
6. Contract services for necessary work
7. Supervise worker performance
8. Observe safety rules

17.2802 Law Enforcement Training

1. Perform patrol duties
2. Perform guard duties
3. Investigate an incident
4. Perform arrest duties
5. Perform clerical duties
6. Fire and maintain weapons
7. Perform emergency functions
8. Perform defensive tactics functions
9. Observe safety rules and regulations

17.2303 Machine Tool Operation

1. Perform machinery maintenance
2. Perform bench operations and precision measurements
3. Set up and operate cut off saws and drill presses
4. Operate pedestal grinder
5. Set up and operate lathes, shapers and slotters
6. Set up and operate vertical and horizontal milling machine
7. Set up and operate surface, universal, tool and cutter grinder
8. Set up and operate electrical discharge machine
9. Follow established safety practices and procedures

17.2302 Machine Shop Practice

1. Perform supervisory functions
2. Perform supply functions
3. Perform mathematical calculations
4. Design and plan machine work
5. Perform metal work operations
6. Perform bench work
7. Operate drill presses
8. Operate grinding machines
9. Operate lathes
10. Operate milling machines
11. Operate power saws
12. Operate presses
13. Operate shapers
14. Perform production machinist line work
15. Maintain machines and tools
16. Maintain shop facilities and work areas
17. Perform safety practices

17.1004 Masonry

1. Perform supervisory functions
2. Prepare foundations and footings
3. Laying, jointing and pointing
4. Construct residential chimneys and fireplaces
5. Construct buildings
6. Construct concrete masonry
7. Perform miscellaneous masonry work
8. Perform safety practices

17.1093 Masonry Occupations (Not Available)

17.9905 Material Handling

1. Organize and plan the operations of the facility
2. Prepare goods or merchandise for shipment
3. Prepare invoices and appropriate shipping forms
4. Storing of goods received
5. Issuing, inventoring, accounting for and requisitions of goods
6. Perform safety practices

17.2392 Metal Fabrication

1. Perform pattern drafting and layout duties
2. Perform fabrication duties
3. Perform welding duties
4. Perform installation and repair work
5. Perform safety practices

17.2903 Meat Cutter

1. Maintain work facilities
2. Package, display and sell meats
3. Recieve and store meats and poultry
4. Cut and prepare beef
5. Cut lamb
6. Cut and prepare pork
7. Cut and prepare veal
8. Follow established safety practices and procedures

17.2300 Metal Working Occupation (Not Available)

17.3601 Mill/Cabinet Making

1. Orientation
2. Work with hand tools and portable power tools
3. Demonstrate operation of machinery and equipment
4. Materials and supplies
5. Perform blueprint reading, sketching and design duties
6. Perform millwork duties
7. Perform cabinetry duties
8. Perform furniture duties
9. Perform finishing duties
10. Perform safety practices

17.2391 Mine Equipment Maintenance

1. Orientation
2. Demonstrate health and safety functions
3. Perform mine interior construction duties
4. Perform mining procedures, duties
5. Perform mine mechanical maintenance
6. Perform mine hydraulic maintenance
7. Perform mine electrical maintenance

17.2103 Optics (Not Available)

17.2390 Ornamental Iron Work

1. Demonstrate personal knowledge of steel erection procedures
2. Read blueprints and work mathematical problems
3. Erect various types of scaffolding to work from
4. Bolt steel or iron in place
5. Cut steel parts with burning torch and bolt cutters
6. Weld parts together
7. Perform other tasks requiring use of conventional hand tools
8. Perform safety practices

17.1005 Painting/Decorating

1. Orientation
2. Work with small tools
3. Perform finishing duties
4. Perform wallcovering duties
5. Perform spray painting duties
6. Work with special finishes
7. Perform safety practices

17.1904 Photo Engraving

1. Demonstrate the process camera
2. Perform metal printing functions
3. Perform metal etching functions
4. Demonstrate routing and beveling
5. Demonstrate mounting, finishing and proofing
6. Perform safety practices

17.9903 Patternmaking (Metal)

1. Examine blueprints
2. Visualize ultimate pattern
3. Determine desirablity of preparing pattern
4. Prepare for machining
5. Set up, adjust and operate various metal working machines
6. Check dimensions of work frequently
7. Use machine tools to smooth finish completed pattern
8. Perform safety duties

17.2700 Plastics (Not Available)

17.1007 Plumbing

1. Organize and plan
2. Direct and implement
3. Inspect and evaluate
4. Training
5. Joining pipe
6. Install hangers and supports
7. Build water distribution lines
8. Build drains
9. Install traps and cleanouts
10. Install vents
11. Install fixtures
12. Install hot water/steam systems
13. Maintain plumbing systems
14. Perform safety practices

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17.0304 Power Mechanics Occupations

1. Install equipment
2. Dismantle and overhaul equipment
3. Dismantle and repair auxilary equipment
4. Assist in conducting acceptance and performance test on new or existing equipment
5. Fabricate special tools, rigging equipment, and replacement parts for equipment
6. Install wiring between machinery, switchboard, and control panels
7. Perform safety practices

17.3390 Power Sewing

1. Demonstrate knowledge of the power sewing machine
2. Operate single needle lockstitch machine
3. Perform primary sewing operations
4. Perform single needle sewing projects
5. Operate the zig-zag machine
6. Operate the two-needle lockstitch machine
7. Operate special machines
8. Perform safety practices

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17.1902 Printing Press Occupations

1. Handle orders
2. Prepare customer layouts
3. Produce compostion
4. Produce camera-ready copy
5. Process film and printed material
6. Perform stripping operation
7. Make plates and proofs
8. Run a job
9. Bind products
10. Perform cutting, scoring and preforating operations
11. Handling paper operations
12. Package and prepare for mailing
13. Perform auxiliary duties
14. Perform safety practices

17.1503 Radio/Television Repair

1. Repair phonographs
2. Repair tape recorders
3. Repair AM and FM radios
4. Service television sets
5. Install and repair TV antenna systems
6. Install and repair wired intercommunication systems
7. Repair wireless intercommunication sets
8. Perform safety duties

17.3000 Refrigeration (Not Available)

17.9901 School Cooperative Education (Not Available)

17.2305 Sheet Metal

1. Design sheet metal parts or assemblies
2. Cut sheet metal patterns with hand tools
3. Cut sheet metal patterns with machinery
4. Form sheet metal patterns with hand tools
5. Form sheet metal patterns with machinery
6. Assemble sheet metal patterns
7. Assemble sheet metal patterns with hot metal
8. Assemble thermosetting and thermoplastic--patterns to form an assembly
9. Follow established safety practices

17.3401 Shoe Manufacture/Repair

1. Remove and replace worn soles and heels
2. Stain and buff replaced parts to match shoe color
3. Replace insoles
4. Restitch loose seams
5. Polish shoes
6. Mend other items made of leather, rubber or canvas
7. Replace zippers
8. Estimate repair costs and keep records
9. Perform safety duties

17.1905 Silk Screen Printing

1. Set register guides along edge of printing table at intervals specified for pattern repeat
2. Pour color paste onto screen
3. Position screen against guides over cloth
4. Draw squeegie across screen to press color paste through open portion of screen and print design
5. Repeat process with different screen for each color in design
6. Wash screens with water or solvent to remove color paste
7. Follow established safety practices

17.3100 Small Engine Repair

1. Organize and plan
2. Supervise
3. Sell lawnmowers, chainsaws and outboard motors
4. Using a parts inventory
5. Care for shop tools and equipment
6. Service and repair fuel systems
7. Service charging circuits
8. Service the starting circuit
9. Service the manual starters
10. Service and repair the ignition system
11. Overhaul small engines
12. Service lawnmower assemblies
13. Service chainsaw assemblies
14. Service and repair outboard engines, drives and accessories
15. Weld and cut metals
16. Follow established safety practices

17.3302 Tailoring (Alteration Tailor)

1. Fit garmets on customer to determine required alterations
2. Examine tag or garment to ascertain necessary alterations
3. Remove stitches from garment
4. Perform necessary alterations while maintaining drape and proportions of garment
5. Trim excess material
6. Resew garment
7. Repair or replace defective garment parts
8. Perform safety practices

17.3300 Textile Production/Fabrication

1. Organize and plan
2. Supervise
3. Evaluate and inspect
4. Service production looms
5. Perform production loom maintenance
6. Prepare looms
7. Perform safety practices

17.2307 Tool and Die Making

1. Perform bench operations
2. Operate lathe
3. Operate milling machine
4. Demonstrate shaper and planer duties
5. Operate drilling machines
6. Operate grinding machine
7. Operate metal saws
8. Follow established safety practices

17.9999 Trade/Industrial, Other (Not Available)

17.3500 Upholstering

1. Demonstrate safety practices in the shop
2. Utilize tools and machines used in shop
3. Utilize tools and equipment for upholstering
4. Prepare fabrics for preparation
5. Prepare construction materials for upholstering
6. Perform stripping activities
7. Perform upholstering activities

17.9904 Vending Machine Repair

1. Utilize hand tools and equipment
2. Demonstrate knowledge of electrical theory and practice
3. Repair coin and currency devices
4. Service vending machine
5. Repair cup dispensing components
6. Repair food and beverage heating components
7. Repair business procedures and techniques
8. Perform safety practices

17.2306 Welding

1. Supervision training and job estimating
2. Planning and setting up metal processing projects
3. Clean test and classify metals
4. Operating auxiliary equipment and tools
5. Heat treat metals pre and post-heating
6. Operating gas welding equipment
7. Operating metallic inert gas mig and tungsten inert gas tig shielded welding
8. Operating metallic arc welding equipment
9. Operate resistance welding equipment
10. Performing structural or equipment welding and cutting operations

17.9921 Vocational Orientation (Not Available)

TRAINING PLAN ACTIVITIES

TECHNICAL

16.0691 Audio-Visual Communication Technology (Camera-Control Operator)

1. View action on television monitor
2. Set switches and observe dials on console to control image being transmitted
3. Move switches to change scenes being televised
4. Monitor on-the-air programs to insure technical quality of broadcast
5. Preview program to be aired next--determine that signal is functioning and that program will be ready at required time
6. Maintain log on studio to transmitter microwave link
7. Follow established safety practices

16.0105 Chemical Technology (Chemical-Laboratory Technician)

1. Set up laboratory equipment and instrumentation required for tests, research or process control
2. Analyze products to determine strength, stability, purity and other characteristics of chemical content
3. Test ores, minerals, gases, pollutants, and other materials and substances
4. Prepare chemical solutions for use in processing materials following standardized formulas or experimental procedures
5. Follow established health and safety practices

16.0107 Electrical Technology (Electrical Technician)

1. Assemble and test experimental electrical equipment and components according to engineering data and knowledge of electrical principles
2. Modify electrical prototypes to correct functional deviations under direction of electrical engineering
3. Diagnose cause of electrical or mechanical malfunction or failure of operational equipment
4. Perform preventative and corrective maintenance
5. Develop wiring diagram, layout drawings, and engineering specifications for system or equipment modification or expansion
6. Plan, direct and record periodic electrical testing
7. Recommend or initiate modification or replacement of equipment which fails to meet acceptable operating standards
8. Perform safety practices

16.0110 Environmental Control Technology (Pollution-Control Technician)

1. Conducts chemical and physical laboratory field tests according to prescribed standards to determine characteristics and/or composition of materials and substances
2. Collect air samples and meterological data to assist in evaluation of atmospheric pollutants
3. Collect water samples to assess pollution problem
4. Collect soil, silt or mud to determine chemical composition and nature of pollutants
5. Prepare sample for testing, record data, and prepare summaries and charts for review
6. Set monitoring equipment to provide flow of information
7. Install, operate and perform routine maintenance on gas and fluid flow systems, chemical reaction systems and mechanical equipment
8. Observe safety rules and regulations

16.0112 Instrumentation Technology (Instrumentation Technician)

1. Select, install, calibrate and check out sensing
2. Develop specifications for nonstandard apparatus
3. Sketch and build or modify jigs, fixtures, instruments and related apparatus
4. Verify dimensional and functional acceptability of devices fabricated by craft or technical personnel
5. Perform preventative and corrective maintenance of test apparatus and peripheral equipment
6. Direct personnel in installation of object in test chamber
7. Operate test apparatus during test cycle to produce, regulate, and record effects of actual or simulated conditions
8. Reduce test data to usable form mathematically
9. Prepare graphs and written reports to translate results into meaningful terms

For other technical occupations, prepare training activities as needed.

HEALTH

07.0101 Dental Assisting/Assistant

1. Perform general office procedures
2. Perform accounting and financial procedures
3. Perform X-ray procedures
4. Perform general chairside procedures
5. Perform care and operation of dental instruments and equipment
6. Perform general laboratory duties
7. Perform general receptionist and secretary duties
8. Maintain a clean, safe environment

07.0103 Dental Laboratory Technician

1. Follow written instructions submitted by dentist
2. Use models and impressions made by the dentist of patients' teeth
3. Process plastic materials
4. Work with dental ceramics (porcelain)
5. Make castings of gold or metal alloys
6. Make crowns and bridges
7. Utilize small hand tools and other specialized laboratory equipment
8. Follow established health and safety practices

07.0701 Environmental Health Assistant (Not Available)

07.0906 Health Assistant

1. Assisting with examinations
2. Assisting with diagnostic tests
3. Provide health information and performing outreach functions
4. Perform clerical tasks
5. Measure cardinal or vital signs
6. Assist patient with intakes and output
7. Assist with ambulation and movement
8. Perform miscellaneous health tasks
9. Maintain a clean, safe environment

07.9902 Health Assistant Specialist (Not Available)

07.9901 Health Related Technician (Physical Therapy Aide)

1. Assist patient in preparation for treatment
2. Secure patient into or onto therapy equipment
3. Administer routine treatments
4. Safeguard, motivate and assist patient during exercises and activities
5. Observe patient during treatments and report signs of problems
6. Transport patient to and from treatment area
7. Clean work area and equipment after treatment
8. Perform miscellaneous clerical duties
9. Maintain a clean, safe environment

07.0309 Home Health Management Assistant

1. Purchase, prepare and serve food
2. Administer prescribed oral medications
3. Accompany ambulatory patient outside of home
4. Maintain cleanliness for patient's quarters, linens, and laundry
5. Assist patient during mobility
6. Assist patient in bathing, dressing and grooming
7. Apply preparations and treatments
8. Demonstrate health and safety functions

07.0904 Medical Assistant

1. Perform general office procedures
2. Perform general office management functions
3. Perform general accounting procedures
4. Complete government forms, insurance and other financial reports
5. Perform single laboratory procedures
6. Perform E.K.G. Procedures
7. Prepare inventory of supplies
8. Perform secretarial tasks
9. Observe safety rules and regulations

07.0907 Medical Emergency Technician

1. Respond to instructions from emergency medical dispatcher
2. Drive specially equipped vehicle to specified location
3. Monitor communication equipment to maintain contact with dispatcher
4. Remove or assist in removal of victim from scene of accident
5. Determine nature and extent of illness or injury
6. Administer prescribed first aid treatment at site of emergency
7. Communicate with professional medical personnel at emergency treatment center
8. Assist in victim removal from vehicle and transfer to treatment center
9. Assist treatment center admitting personnel
10. Maintain vehicle and medical and communication equipment
11. Follow established safety practices

07.0203 Medical Laboratory Assistant

1. Perform Bacteriological Functions
2. Perform Biochemical Functions
3. Perform Blood Bank Functions
4. Perform Clinical Microscopy Functions
5. Perform Hematology Functions
6. Perform Operational Functions
7. Perform Serological and Virological Functions
8. Maintain a clean, safe environment

07.0303 Nursing Assistant/Aide

1. Coordinate and communicate
2. Maintain a clean, safe environment
3. Care for the personal needs of patients
4. Assist with nutrition and elimination needs of patients
5. Assist with treatments

07.0305 Surgical Technician

1. Set up operating room with necessary instruments, equipment, sterile linens and fluids
2. Prepare patients for surgery
3. Transport patient to operating room
4. Help drape and position patient on operating table
5. Pass instruments and other sterile supplies to the surgical team
6. Help nurses count sponges, needles and instruments used during the operation
7. Help apply dressings
8. Operate sterilizers, lights, suction machines, and diagnostic equipment
9. Transfer patients to recovery room
10. Assist nurse in cleaning and stocking the operating room for the next operation
11. Maintain a clean, safe environment

TRAINING PLAN ACTIVITIES

AGRICULTURE

01.0200 Agricultural Supplies/Services

1. Learn safety rules
2. Know soil science relationship
3. Understand merchandising products and services
4. Be able to calibrate equipment
5. Know pest control procedures
6. Purchase, maintain, and repair equipment

01.0100 Agricultural Production (Cattle Ranch and Farm Hand)

1. Tend cattle
2. Maintain facilities and equipment
3. Feed cattle
4. Keep records
5. Produce feed
6. Perform other duties
7. Perform safety duties

01.0300 Agricultural Mechanics

1. Maintain and service power machinery systems
2. Repair hydraulics
3. Maintain and adjust planting equipment systems
4. Maintain and adjust tillage equipment systems
5. Maintain and adjust combing equipment systems
6. Maintain and adjust harvesting systems
7. Perform general shop tasks
8. Maintain shop safety

01.0400 Agricultural Products (Mill Maintenance Man)

1. Be familiar with maintenance supplies and suppliers
2. Be in good physical condition
3. Inspect and maintain mill as scheduled or directed
4. Demonstrate ability to use equipment
5. Have knowledge of all machinery and building installations
6. Create and maintain safety attitudes and practices

01.0600 Agricultural Resources (Park Maintenance Person)

1. Understand and interpret park rules and regulations
2. Monitor safety and health of park visitors
3. Maintain and repair park facilities
4. Supervise park aide(s)
5. Use carpentry and masonry skills
6. Organize rubbish removal and park sanitation

01.0700 Forestry (Forestry Aide)

1. Assist Forester in managing forest properities
2. Assist in conducting surveys and measuring and marking boundaries
3. Perform conservation and station duties
4. Prevent and control forest fires
5. Help enforce rules and regulations
6. Operate and maintain tools and equipment
7. Develop positive attitudes toward work and fellow workers
8. Follow established safety practices

01.9999 Agriculture, Other (Not Available)

01.0500 Ornamental Horticulture (Grounds Worker)

1. Establish, renovate and care for turf and lawns
2. Plant and care for ornamental plantings
3. Use and maintain hand tools and equipment
4. Operate, service and repair power-operated grounds maintenance equipment
5. Construct, maintain and repair and/or install landscape items
6. Perform safety duties

GAINFUL HOME ECONOMICS

09.0201 Child Care/Guidance (Child Care Aid)

1. Plan activities on programs
2. Prepare program materials
3. Guide program activities and daily routines
4. Care for infants
5. Prepare and serve food
6. Perform general housekeeping and contact parents
7. Administer the day care center
8. Maintain a clean, safe environment

09.0202 Cloth Management, Production, Service (Industrial Sewing)

1. Organize and plan
2. Direct and implement
3. Train, inspect and evaluate
4. Maintain equipment and work station
5. Construct apparel--pants, gloves, coats
6. Construct apparel--knit shirts, pajamas
7. Construct apparel--gym shorts, nightgowns, robes
8. Construct apparel--slacks, shirts
9. Perform safety duties

09.0203 Food Management, Production, Service

1. Organize and plan
2. Direct and implement
3. Inspect and evaluate
4. Prepare and organize forms, records, and reports
5. Prepare food for cooking or serving
6. Prepare serving lines
7. Cooking food
8. Clean and maintain dining hall and kitchen equipment
9. Perform storeroom duties
10. Maintain a clean, safe environment

09.0299 Gainful Home Economics, NEC (Not Available)

09.0204 Home Furnishings, Equipment, Service (Home Furnishings Worker)

1. Perform clerical and housekeeping duties
2. Perform construction and pressing duties
3. Measuring, blocking and cutting
4. Perform customer service duties
5. Use and maintain sewing equipment
6. Maintain a clean, safe environment

09.0205 Institutional/Home Management Service (Institutional and Commercial Housekeeper)

1. Care for rooms
2. Maintain floors
3. Care for fabric surfaces
4. Clean special areas
5. Clean bathrooms and waste receptacles
6. Care for cleaning equipment
7. Maintain records
8. Maintain a clean, safe environment

TRAINING PLAN ACTIVITIES

BUSINESS EDUCATION

14.0100 Accounting (Bookkeeping/Accounting/Payroll Clerk)

1. Perform management functions
2. Record entries in journals and ledgers
3. Perform periodic accounting/reporting activities
4. Perform general accounting related activities
5. Perform payroll activities
6. Perform activities related to banking
7. Perform clerical-related activities
8. Learn safety rules

14.0200 Business Data Processing (Data Entry Operator)

1. Determine and maintain level of data entry supplies
2. Maintain job instructions for each application
3. Enter volume and time it takes to complete a job
4. Key from program coding sheets using Fortran and Cobol language
5. Check file for correct program cards
6. Perform keypunch data entry activities
7. Perform CTR on line data entry activities
8. Perform teletype data entry activities
9. Use tools and equipment safely

14.9900 Business Education, Other (Bank Teller)

1. Open and close the teller cage
2. Process payments
3. Accept deposits--checking and savings
4. Cashing and issuing drafts
5. Process safety deposit box and government bond transactions
6. Operate teller machine
7. Open new accounts
8. Learn safety rules

14.0300 General Clerical

1. File correspondence, records and reports
2. Type letters and reports
3. Prepare customer bills and compute payroll
4. Operate adding machine, calculator, etc.
5. Compile reports, address mail and take dictation
6. Sort and distribute mail
7. Keep inventory
8. Give information to callers
9. Learn safety rules

14.0700 Secretarial/Steno

1. Organize and plan
2. Coordinate and perform personal activities for employer
3. Inspect and evaluate
4. Perform stenographic and bookkeeping activities
5. Perform receptionist activities
6. Perform clerical activities
7. Perform mailroom activities
8. Prepare forms and publications
9. Maintain files and library
10. Use equipment safely

TRAINING PLAN ACTIVITIES

DISTRIBUTIVE EDUCATION

04.01 Advertising (Advertising Manager)

1. Plan sales campaign
2. Consult with department heads and other officials to plan special campaigns
3. Consult with department heads and other officials to promote sale of advertising services to various industry or trade groups
4. Correspond with customers relative to advertising rates and policies
5. Correspond with customers to solicit new business
6. Learn safety rules

04.02 Apparel and Accessories Marketing (Manager of Men's Wear Department)

1. Perform salesmanship activities
2. Perform merchandise duties
3. Perform customer service activities
4. Maintain store care
5. Plan and create displays
6. Prepare and coordinate advertising
7. Perform merchandising duties
8. Perform management duties
9. Maintain store safety

04.03 Automotive, Recreational (Auto Parts--Counter Clerk Trainee)

1. Perform store care and maintenance activities
2. Perform receiving functions
3. Maintain contents and organization of parts catalog
4. Perform order and billing operations
5. Follow delivery policies and procedures
6. Perform counter sales activities
7. Perform sales promotion activities
8. Perform safety practices

04.04 Finance and Credit Services (Bank Teller)

1. Perform customer relations duties
2. Process negotiable instruments
3. Operate necessary banking machinery
4. Handle various account deposits and withdrawal procedures
5. Perform various miscellaneous banking activities
6. Learn safety rules

04.05 Floristry, Farm and Garden Supplies (Florist)

1. Maintain store merchandise, layout and policy knowledge
2. Maintain store cleanliness
3. Handle activities with seasonal-cut flowers
4. Handle activities with potted plants
5. Make floral arrangements for various occasions
6. Perform salesmanship activities
7. Perform ordering duties and various management activities
8. Perform safety functions

04.06 Food Marketing (Supermarket Manager)

1. Maintain grocery, produce and dairy departments
2. Maintain bakery and meat departments
3. Perform cashier and checking activities
4. Prepare and coordinate advertising
5. Perform human relations duties
6. Perform store care and maintenance activities
7. Perform office procedure activities
8. Maintain store safety

04.07 Food Services Marketing (Manager, Short Order Restaurant)

1. Perform maintenance activities
2. Perform deep fat frying activities
3. Perform grill procedures
4. Perform dairy operation
5. Perform register activities
6. Operate mechanical equipment
7. Prepare salads
8. Perform various management tasks
9. Perform safety practices

04.08 General Merchandise Retailing (Department Manager)

1. Perform salesmanship activities
2. Perform cashier activities
3. Check and order merchandise
4. Complete forms used within the store for proper merchandising
5. Prepare for sales events
6. Perform various supervisory activities
7. Create and maintain safety attitudes

04.09 Hardware, Building Materials and Farm and Garden Supplies (Sales Manager of Building Materials)

1. Maintain stock
2. Perform clerical tasks
3. Perform salesmanship activities
4. Develop sales management ability
5. Observe safety rules and regulations

04.10 Home Furnishings Marketing (Home Furnishings Department Manager)

1. Demonstrate required background knowledge
2. Receive, check, and mark merchandise
3. Perform housekeeping tasks
4. Perform human relations tasks
5. Perform salesmanship activities
6. Plan and create displays and coordinate advertising
7. Perform buying activities
8. Maintain store safety

04.11 Hotel, Motel and Lodging Services (Assistant Manager, Hotel-Motel)

1. Perform maid or houseman tasks
2. Perform housekeeping tasks
3. Perform bus person tasks
4. Perform waiter/waitress tasks
5. Perform floor person tasks
6. Perform dishwashing tasks
7. Perform kitchen helper tasks
8. Maintain a clean, safe environment

04.12 Industrial and Institutional Marketing (Industrial Cleaning Supply Salesman)

1. Demonstrate product knowledge
2. Perform stockkeeping tasks
3. Perform accounts receivable tasks
4. Perform salesman's assistant tasks
5. Perform salesmanship activities
6. Learn safety rules

04.13 Insurance (Insurance Sales Agent)

1. Compile list of prospective clients
2. Contact prospects and explain features and merits of policies offered
3. Utilize persuasive sales techniques
4. Calculate and quote premium rates for recommended policies
5. Call on policyholders to deliver and explain policy, suggest additions or changes in insurance program, or make changes in beneficiaries
6. Learn safety rules

04.14 International Marketing (Buying Expedites)

1. Demonstrate communication skills
2. Demonstrate mathematic skills
3. Perform shipping activities
4. Utilize proper financial procedures
5. Perform marketing activities
6. Establish suitable relationships with employees and companies
7. Learn safety rules

04.15 Personal Services Marketing (Manager of a Small Dry-Cleaning Plant)

1. Check and mark incoming items
2. Perform cleaning tasks
3. Perform finishing tasks
4. Perform necessary repairs and alterations
5. Perform special procedures on various kinds of garments
6. Perform miscellaneous activities
7. Perform safety duties

04.16 Petroleum Marketing (Service Station Attendant)

1. Demonstrate knowledge of service station offerings and operations
2. Display proper personal conduct
3. Demonstrate product knowledge and sell to customers
4. Service cars accordingly
5. Manage customer credit and payment
6. Use tools and equipment safely and correctly
7. Create and coordinate displays
8. Perform maintenance and mechanical work as needed

04.17 Real Estate Marketing (Rental Agent)

1. Interview prospective tenants and record information to ascertain needs
2. Accompany prospects to model homes and apartments
3. Discuss size and layout of rooms, available facilities, services available and terms of lease
4. Complete lease form or agreement
5. Collect rental deposit
6. Inspect condition of premises periodically
7. Arrange for necessary maintenance
8. Learn safety rules

04.18 Recreation Marketing (Travel Counselor)

1. Display correct personal conduct
2. Maintain good human relations
3. Maintain office procedures
4. Demonstrate speech and telephone
5. Demonstrate basic product knowledge
6. Perform sales preparation activities and tasks
7. Arrange advertising and promotion
8. Perform secretarial and recordkeeping functions
9. Maintain office safety

04.19 Transportation and Travel Marketing (Ticket Agent for a Bus Company)

1. Perform baggage room tasks
2. Demonstrate telephone skills
3. Perform package express tasks
4. Perform ticket agent tasks
5. Learn safety rules

04.20 Business Services Marketing (Business Services Sales Agent)

1. Develop list of prospective customers
2. Call on prospects to explain features of services, cost, and advantages
3. Review orders for ideas to expand services available to present customers
4. Write orders and schedule initiation of services
5. Confer with customers and company officials to resolve complaints
6. Learn safety rules

04.21 Business Ownership (Small Business Manager)

1. Supervising purchases of merchandise
2. Managing merchandise
3. Managing operating procedures
4. Supervising maintenance of equipment
5. Managing merchandise promotions
6. Managing physical facilities of business
7. Managing business finance
8. Supervising maintenance of business building
9. Maintain store safety

04.22 General Marketing (Not Available)

APPENDICES

Pennsylvania Field Staff Directory

Exemptions From Hazardous Occupations Orders

Training Agreement for Vocational Cooperative Education

Training Plan for Vocational Cooperative Education

PENNSYLVANIA FIELD STAFF DIRECTORY

BUREAU OF APPRENTICESHIP AND TRAINING

Altoona Area Office

615 Howard Avenue
Altoona, PA 16601

TEL: FTS: 8-727-4641
Commercial: 814-942-5783

Bedford
Blair
Cambria
Centre
Clearfield
Fulton
Huntingdon
Jefferson
Mifflin
Somerset

Frances K. Blankenship (ATR)

Helen Baird (Secretary)

Erie Area Office

Room 106 Federal Building
6th and State Streets
Erie, PA 16501

TEL: FTS: 8-721-2316
Commercial: 814-452-4918

Cameron
Crawford
Elk
Erie
Forest
McKean
Mercer
Potter
Venango
Warren

John G. Whitby (ATR)

Mary Jane Mackrell (Secretary)

Harrisburg State Office

Room 773 Federal Building
P. O. Box 1046
Harrisburg, PA 17108

TEL: FTS: 8-590-3496
Commercial: 717-782-3496

Paul R. Smith (State Director)

Elizabeth Landis (Secretary)

Harrisburg Area Office

Room 770 Federal Building
P. O. Box 1042
Harrisburg, PA 17108

TEL: FTS: 8-590-4576
Commercial: 717-782-4576

Clinton
Dauphin
Juniata
Lebanon
Lycoming
Northumberland
Perry
Snyder
Tioga
Union

Joseph T. Hersh (ATR)

Adams
Cumberland
Franklin
York

Francis E. Mulligan (ATR)

M. Louise Smith (Secretary)

Reading Area Office

East Shore Office Building
Room 2115
45 South Front Street
Reading, PA 19602

TEL: FTS: 8-488-2234
Commercial: 215-376-5761
Ext: 234

Berks
Lancaster
Schuylkill

Edwin R. Gegenheimer (ATR)

Sharon K. Walmer (Secretary)

Wilkes-Barre Area Office

Penn Place, Room 2028
20 North Pennsylvania Avenue
Wilkes-Barre, PA 18701

TEL: FTS: 8-592-6511/12
Commercial: 717-826-6511
6512

Bradford
Carbon
Columbia
Lackawanna
Luzerne
Monroe
Montour
Pike
Sullivan
Susquehanna
Wayne
Wyoming

Edwin L. Smith (ATR)

Theresa D. Y. Brennan (Secretary)

Philadelphia Area Office

Room 4252
William J. Green Jr. Federal Bldg.
600 Arch Street
Philadelphia, PA 19106

TEL: FTS: 8-597-4968/69
Commercial: 215-597-4968
4969

Bucks Lehigh Northampton	Carl F. Brown (ATR)
Chester	Salvatore A. D'Amore (ATR)
Delaware	Norman E. O'Hara (ATR)
Montgomery	Raymond Barrett (ATR)
Philadelphia	John J. Hunt (Area Director)
	Debra A. Paci (Secretary)
	Kathleen Finley (Secretary)

Pittsburgh Area Office

Room 1102 Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222

TEL: FTS: 8-722-2937/38
Commercial: 412-644-2937
2938

1/3 Allegheny Beaver Butler Clarion Lawrence	William DiPietro (ATR)
1/3 Allegheny Fayette Greene Washington	Robert Raymond (Area Director)
1/3 Allegheny Armstrong (except panhandle north of Hwy. 68) Indiana Westmoreland	Earl C. Lloyd (ATR)
	Billie Jane Hollis (Secretary)
	Mary Lorraine Orenyak (Secretary)

EXEMPTIONS FROM HAZARDOUS OCCUPATIONS ORDERS

Hazardous Occupations Orders Nos. 5, 8, 10, 12, 14, 16 and 17 contain exemptions for 16 and 17-year-old apprentices and student-learners provided they are employed under the following conditions:

I. Apprentices:

1. The apprentice is employed in a craft recognized as an apprenticeable trade.
2. The work of the apprentice is the occupations declared particularly hazardous is incidental to his training.
3. Such work is intermittent and for short periods of time and is under the direct and close supervision of a journeyman as a necessary part of such apprentice training.
4. The apprentice is registered by the Bureau of Apprenticeship and Training of the U. S. Department of Labor as employed in accordance with the standards established by that Bureau, or is registered by a State agency as employed in accordance with the standards of the State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or is employed under a written apprenticeship agreement and conditions which are found by the Secretary of Labor to conform substantially with such Federal or State standards.

II. Student-Learners:

1. The student-learner is enrolled in a course of study and training in a cooperative vocational training

program under a recognized State or local educational authority or in a course of study in a substantially similar program conducted by a private school.

2. Such student-learner is employed under a written agreement which provides:

   i. That the work of the student-learner is the occupations declared particularly hazardous shall be incidental to the training.

   ii. That such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person.

   iii. That safety instructions shall be given by the school and correlated by the employer with on-the-job training.

   iv. That a schedule of organized and progressive work processes to be performed on the job shall have been prepared. Each such written agreement shall contain the name of the student-learner, and shall be signed by the employer and the school coordinator or principal. Copies of each agreement shall be kept on file by both the school and the employer. This exemption for the employment of student-learners may be revoked in any individual situation where it is found that reasonable precautions have not been observed for the safety of minors employed thereunder. A high school graduate may be employed in an occupation in which training has been completed as provided in this paragraph as a student-learner, even though the youth is not yet 18 years of age.

Child Labor Requirements In Nonagricultural Occupations Under the Fair Labor Standards Act, U. S. Department of Labor, Employment Standards Administration, Wage and Hour Division.

TRAINING AGREEMENT FOR VOCATIONAL COOPERATIVE EDUCATION

Pennsylvania Vocational Education Regulations and Standards and Pennsylvania and Federal Child Labor Laws Require a Written Training Agreement and Training Plan for Each Student in a Vocational Cooperative Education Program.

Student Name _____ **Social Security No.** _____

Address _____ **Telephone** _____

Birthdate _____ **Age** _____ **Work Permit No.** _____

Student Career Objective _____ **Job Title** _____

Date of Employment: Beginning _____ **Ending** _____

High School or AVTS _____

Address _____ **Telephone** _____

Training Agency _____

Address _____ **Telephone** _____

Training Supervisor _____ **Telephone** _____

Weekly Hours _____ **Beginning Rate of Pay** _____

TRAINING AGENCY RESPONSIBILITIES:

1. The training agency will adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages and workmen's compensation.
2. The student will be given a variety of work assignments and be supervised by an experienced person.
3. A periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school.
4. The training supervisor will arrange a conference with the coordinator when a trainee problem arises.
5. The training sponsor will provide necessary safety instruction throughout student training period.
6. Training agency will not employ a student learner to displace a regular worker.
7. Exposure to hazardous work will be incidental to the student-learner's training and not a part of the student-learner's training program.

STUDENT-LEARNER RESPONSIBILITIES:

1. The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. Student agrees to report job problems to training supervisor and coordinator.
3. The student will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. The student-learner must be regular in attendance at school and on the job. If unable to report to work, the employer and coordinator will be notified before the start of the normal work day.
5. The student-learner's employment will be terminated upon withdrawal from school.

SCHOOL RESPONSIBILITIES

1. The program is under the direct supervision of a certified cooperative education coordinator/instructor.
2. The student-learner will receive related instruction and safety instruction from the occupational instructor or the cooperative education coordinator/instructor prior to job placement.
3. The cooperative education coordinator/instructor will visit the student and training supervisor on a regular basis at the training site.
4. The coordinator will investigate compatibility of job circumstances with requirements for student attainment of advance standing in an apprenticeship program upon graduation from high school.
5. Student transportation, insurance and attendance at school and work should be covered by school policy.

EMPLOYERS OF VOCATIONAL COOPERATIVE EDUCATION STUDENTS will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam Era. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

This memorandum is for the purpose of outlining the agreement between the school and employer on the conditions of training to be given a student while on the job. It, therefore, should not be interpreted by either agency as a legal document or any form of binding contract.

We the undersigned agree to the conditions and statements contained in this agreement.

_____	_____	_____	_____
Student-Learner	**Date**	**Parent or Guardian**	**Date**
_____	_____	_____	_____
Employer	**Date**	**Principal or AVTS Director**	**Date**

TRAINING PLAN FOR VOCATIONAL COOPERATIVE EDUCATION

Vocational Program: ☐ *Agriculture* ☐ *Distributive Education* ☐ *Home Economics* ☐ *Diversified Occupations* ☐ *Business Education* ☐ *Health* ☐ *Trade and Industrial*

Student-Learner _____ **Telephone** _____

Training Agency _____ **Telephone** _____

Training Supervisor _____ **Telephone** _____

Signatures: **Co-op Coordinator/Instructor** _____ **Date** _____

Training Supervisor _____ **Date** _____

Approximate Time	Training Activities (Include Safety Factors)	Performance Evaluation — Training Supervisor: Date Completed	Acceptable	Non Acceptable	General Comments

Training Activities may be modified during the training experience; changes should appear on training plan.